

PropertyIQ™

Zoom User Guide


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REGISTERING


Our monthly newsletter will have a link to release notes training. Click on the link to register.

On the registration page, you will see session information and a form to enter your details.

 Each participant will need to register separately if they are attending the session from their individual computer. **You must have the Zoom client installed.**

Enter your details in the required fields, then click **Register**.

Meeting Registration




Topic PropertyIQ Training | Test Month

Time Nov 16, 2020 10:30 AM in [Canberra](#), [Melbourne](#), [Sydney](#)

First Name* Last Name*

Email Address* Confirm Email Address*

* Required information


I'm not a robot 

reCAPTCHA
[Privacy](#) • [Terms](#)

Meeting Registration Approved

Topic PropertyIQ Training | Test Month

Time Nov 16, 2020 10:30 AM in [Canberra](#), [Melbourne](#), [Sydney](#)

 [Add to calendar](#) ▼

Meeting ID: 941 2557 6458

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join. <https://macquariegroup.zoom.us/j/94125576458?tk=g6JO4ZTwgB1S8KvnaWtBeX7SCIMxd3D00laZeVUw8xw.DQIAAAV6JRCChZNM1hBTEF1bFF2Q2hmU1VGY0ppeGNRAAAAAAAAAAAAA&pwd=R1hxYis5SGtoZXZRTTZna1Vaa2VBUT09>

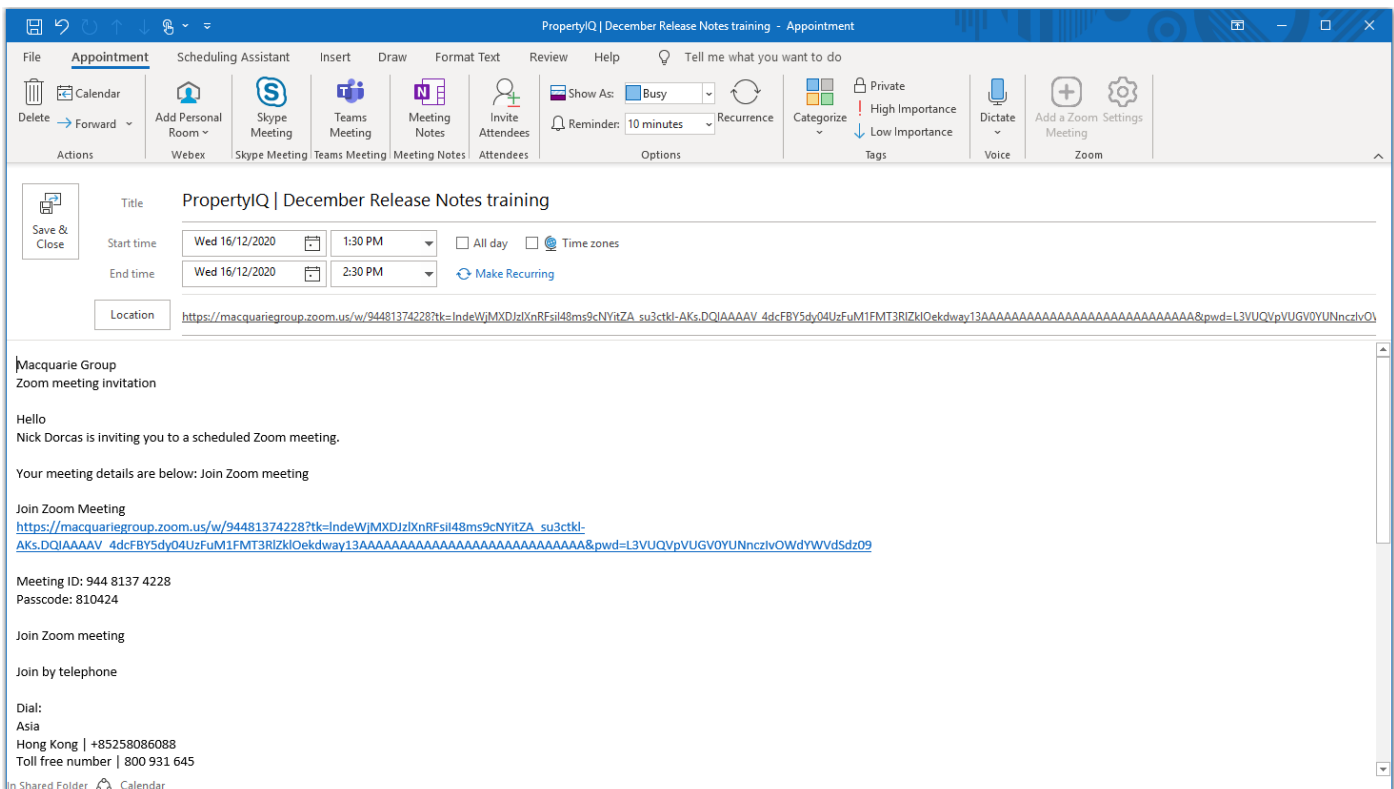
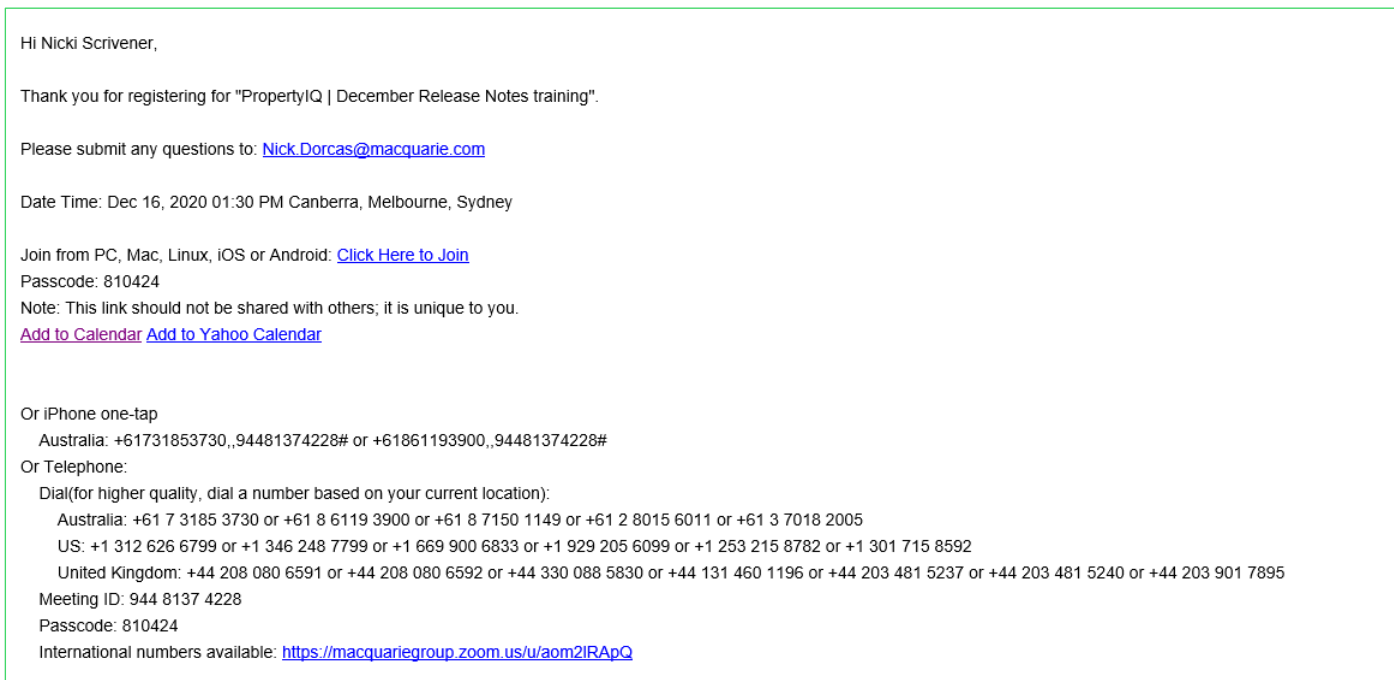
To Cancel This Registration

You can [cancel](#) your registration at any time.

EMAIL CONFIRMATION

Once you have registered, you'll receive an email confirming your registration. This email contains the local time and date of the session and it will have a downloadable calendar event.

Click on the link in the email to download a file and create the calendar event to save to your calendar.



JOINING THE SESSION

JOIN USING THE EMAIL LINK

Open the email and click on the link in the email.

Hi Nicki Scrivener,

Thank you for registering for "PropertyIQ | December Release Notes training".

Please submit any questions to: Nick.Dorcas@macquarie.com

Date Time: Dec 16, 2020 01:30 PM Canberra, Melbourne, Sydney

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Passcode: 810424

Note: This link should not be shared with others; it is unique to you.
[Add to Calendar](#) [Add to Yahoo Calendar](#)

A web page will open automatically and will open the Zoom desktop application.

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below.

[Launch Meeting](#)

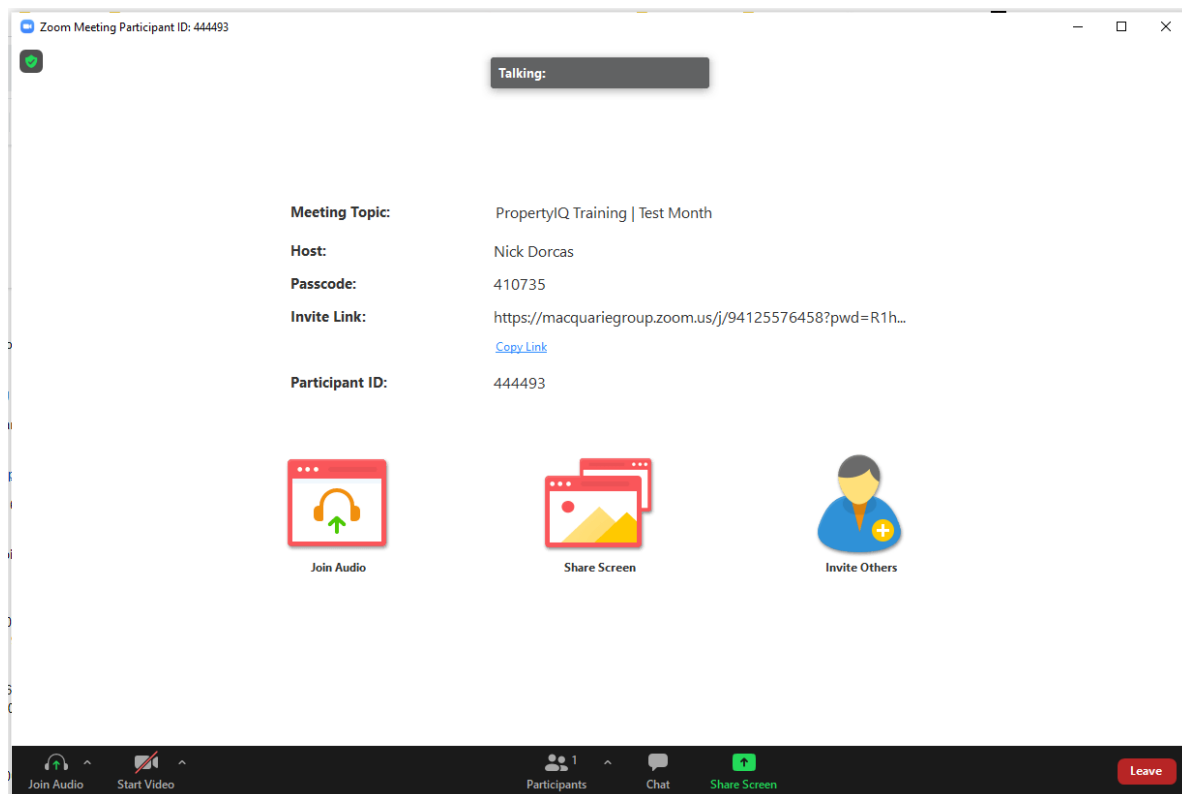
Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

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[Privacy & Legal Policies](#)

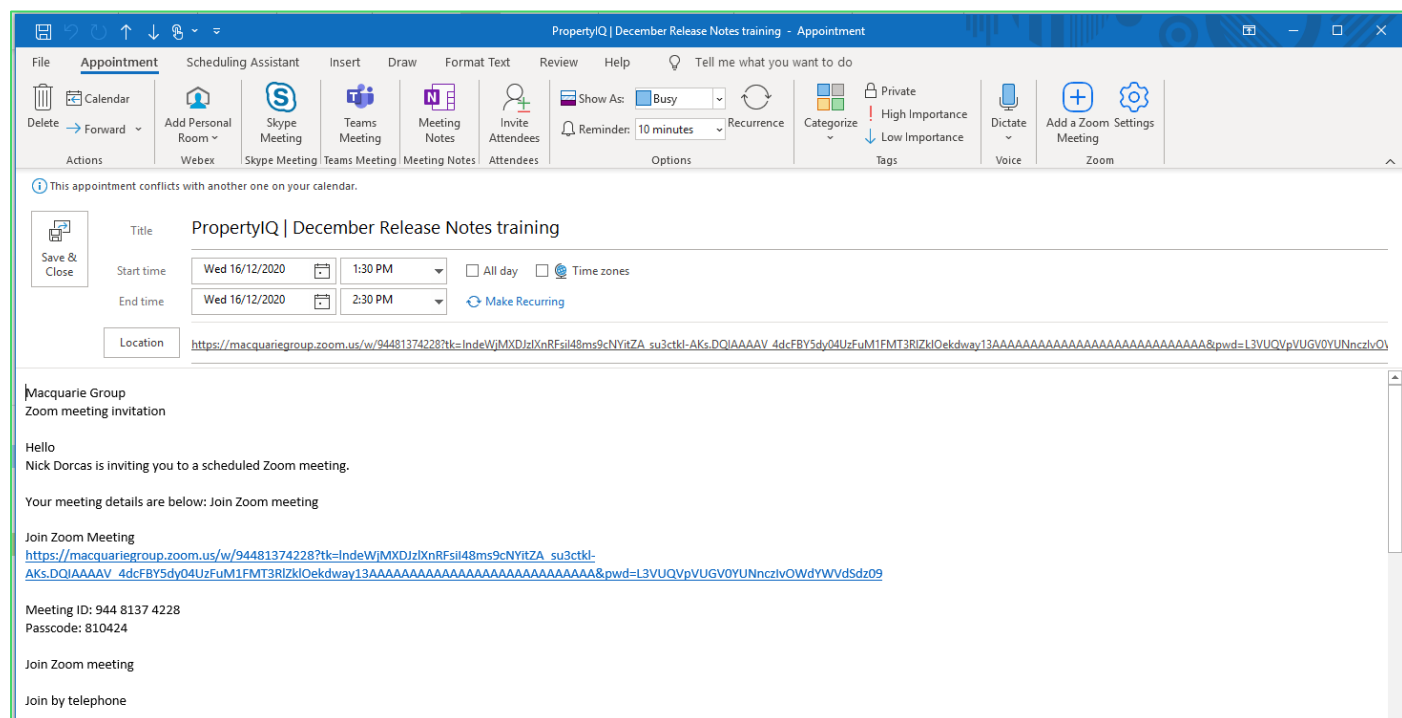
 If you do not have the Zoom desktop client, click on **Download Now** to download. You **must** have the Zoom client to attend the session.

Once you have successfully joined the session, you'll see the below Zoom window.

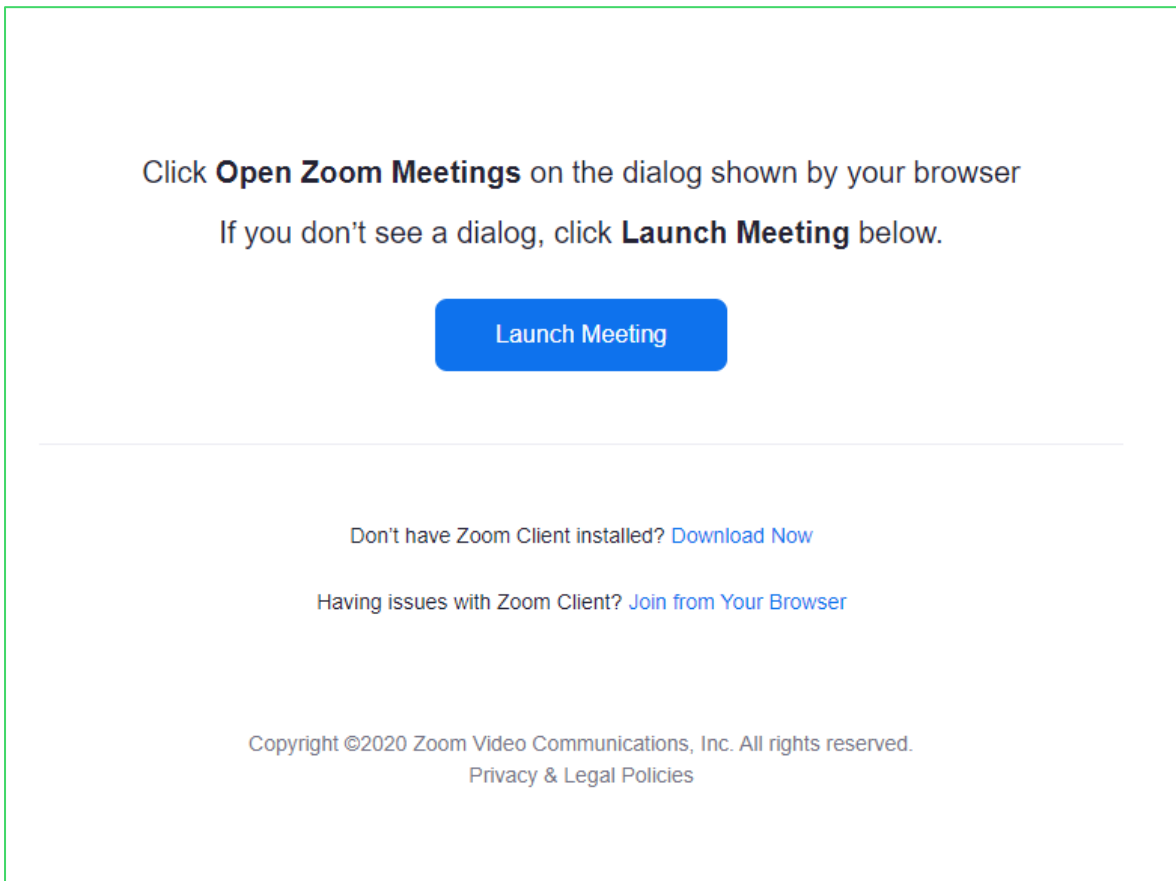


JOIN USING THE CALENDAR EVENT

Open the event from your calendar (e.g. Outlook) and click on the link.

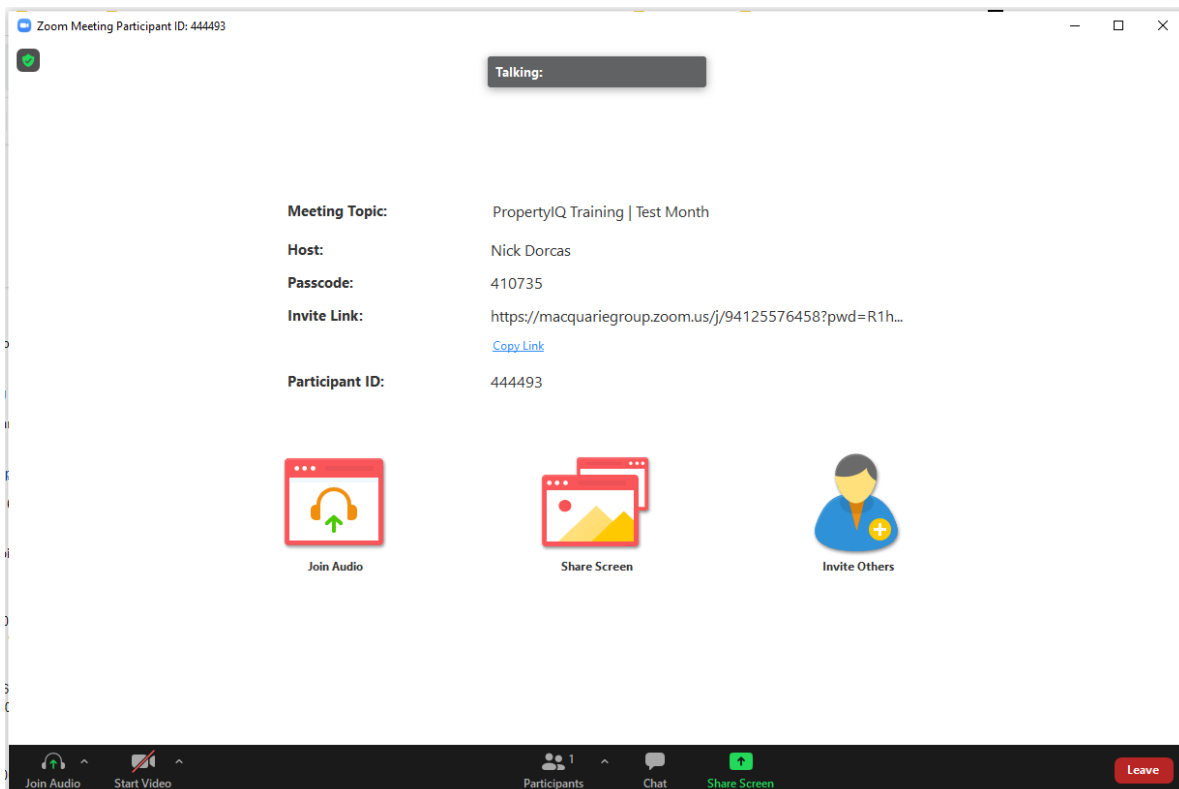


A web page will open automatically and will open the Zoom desktop application.



If you do not have the Zoom desktop client, click on **Download Now** to download. You **must** have the Zoom client to attend the session.

Once you have successfully joined the session, you'll see the below Zoom window.



CONNECTING TO AUDIO

Once you've joined the Zoom session, you'll be prompted with the following screen to select your audio option.

You can connect by:

- Phone Call; or,
- Computer Audio; or,
- Call Me

Choose ONE of the audio conference options

Phone Call Computer Audio Call Me

Country/Region Australia

Dial +61 7 3185 3730
+61 8 6119 3900
+61 8 7150 1149
+61 2 8015 6011
+61 3 7018 2005

Meeting ID 941 2557 6458
Participant ID 444493
Passcode 410735

Choose ONE of the audio conference options

Phone Call Computer Audio Call Me

Join with Computer Audio

Test Speaker and Microphone

To hear others, click the Join Audio button

Automatically join audio by computer when joining a meeting

Choose ONE of the audio conference options

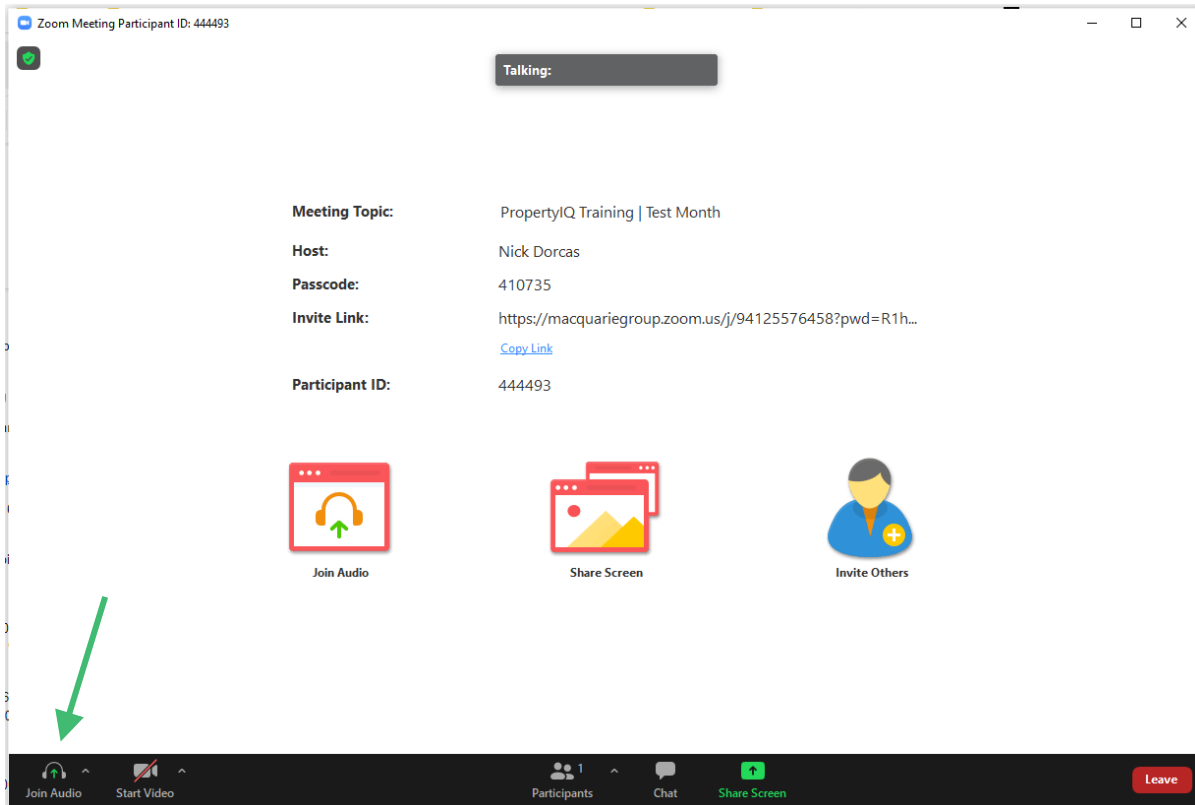
Phone Call Computer Audio Call Me

+61 400000001

Remember the number on this computer

Call Me

If you don't see the any audio options, click *Join Audio* on the bottom left of the interface.



AUDIO BY PHONE

You can use your phone to:

1. Call the Zoom conference number
2. Have Zoom call you on a mobile or landline

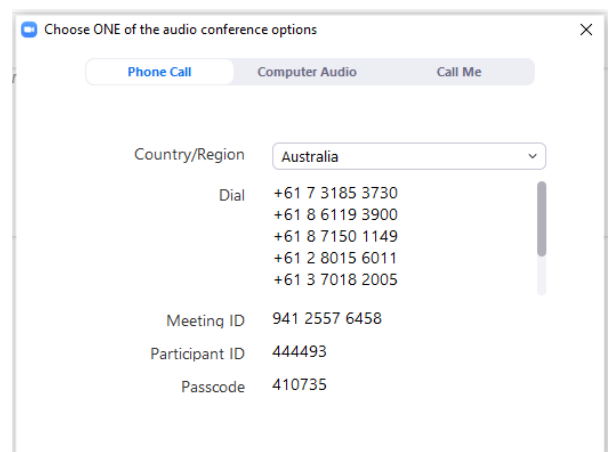
OPTION 1:

Dial into the Zoom conference line

If you select **Phone Call**, call the number shown on screen and follow the prompts.

You will be asked for the:

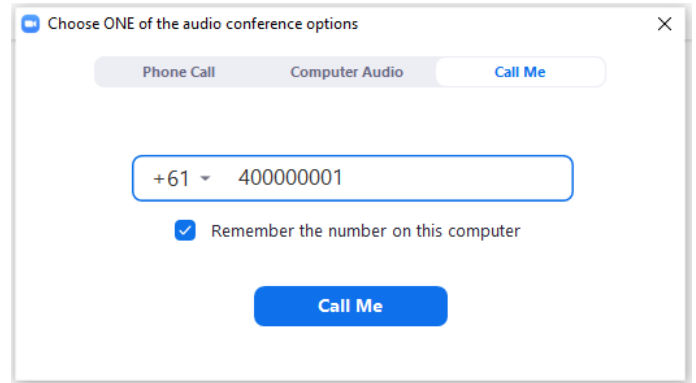
- Meeting ID
- Participant ID
- Passcode



OPTION 2:

Have Zoom call your mobile or landline

Select or enter your mobile number or landline including the area code, and then click ***Call Me***.



Choose ONE of the audio conference options

Phone Call Computer Audio **Call Me**

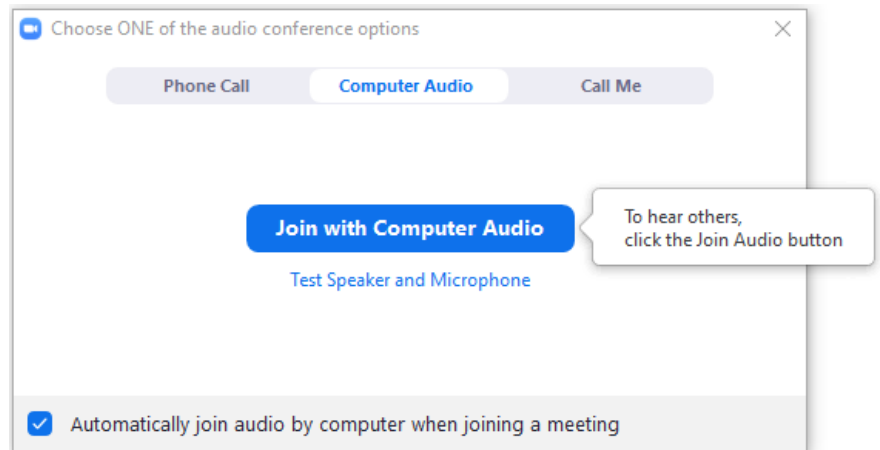
+61 400000001

Remember the number on this computer

Call Me

AUDIO BY COMPUTER

Select ***Computer Audio*** if you have a microphone and speakers (or head set) connected to your computer and wish to use the computer audio.



Choose ONE of the audio conference options

Phone Call **Computer Audio** Call Me

Join with Computer Audio

Test Speaker and Microphone

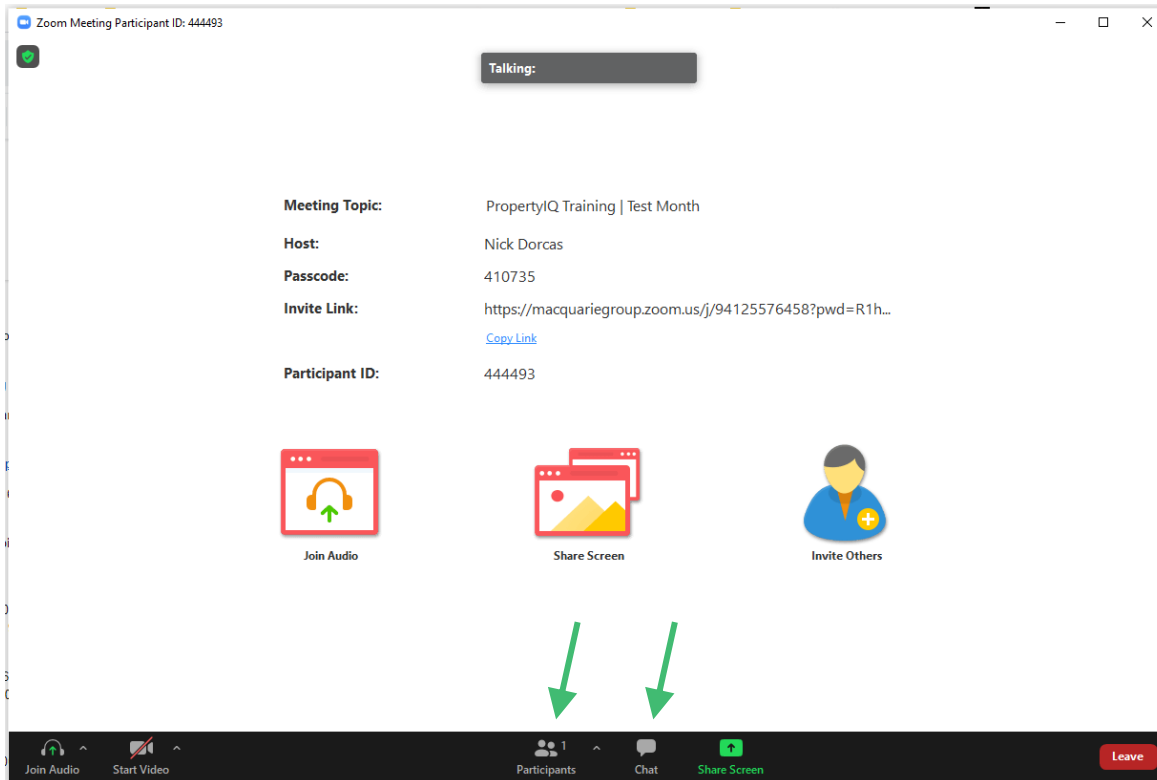
Automatically join audio by computer when joining a meeting

To hear others, click the Join Audio button

PARTICIPANTS AND CHAT PANEL

The **Participants** and **Chat** panels are used to communicate to the presenter and other attendees.

If these panels aren't visible, click on the Participants and/or Chat icons on the bottom of the Zoom window.



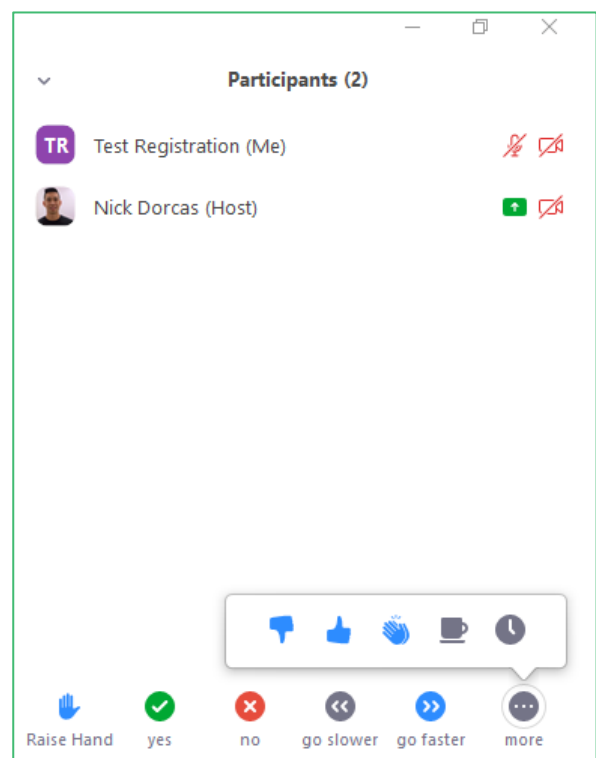
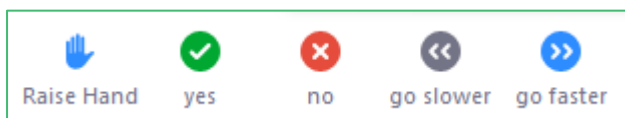
PARTICIPANTS PANEL

The **Participants** panel will show you a list of people in the session, including the host, presenters and other attendees.

At the bottom of the panel, you'll see buttons that can be used to communicate with the presenter.



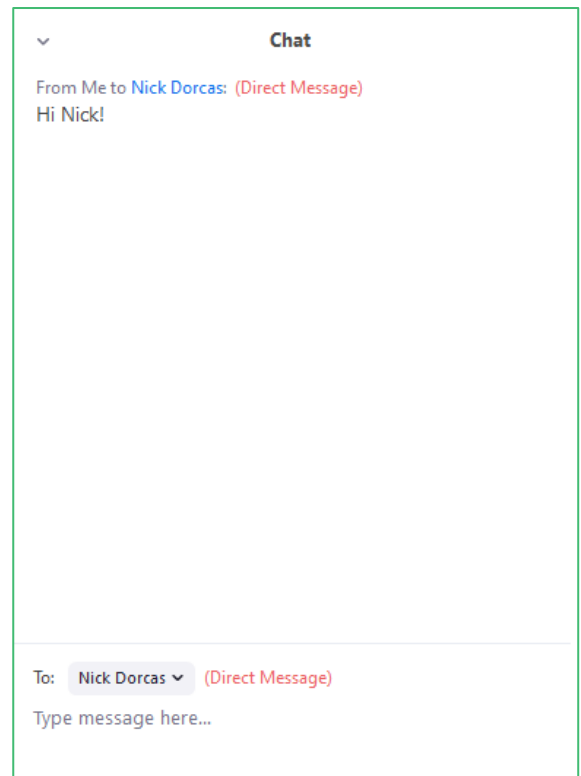
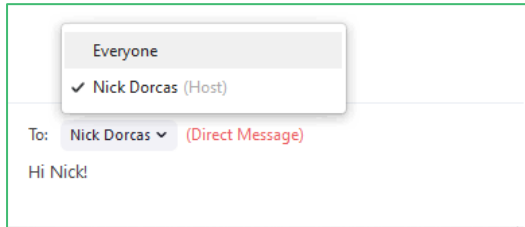
We'll ask you to use these buttons throughout the session.



CHAT PANEL

The chat panel is used to chat to the presenter or other participants.

You can use the **To** dropdown list to select who you would like to chat to.



LEAVING THE SESSION

To leave the training session, go click **Leave** at the bottom left of the Zoom window. You'll be asked to confirm before leaving the session.

